

Sample Policy For Purchasing Reusable Products

I. POLICY

As part of the ongoing efforts to ensure a safe environment for patients, staff and visitors _____ will work to the extent possible to avoid the purchase of equipment or materials that are single-use and disposable when alternatives exist.

II. PURPOSE

To provide guidelines for purchasing activities to minimize the purchase of single-use, disposable products in order to reduce waste in the hospital environment, where it does not compromise patient safety or care. Hospitals generate a tremendous amount of waste, much of which can be reduced through the use of reusable products, the implementation of recycling and careful waste segregation. In complying with this policy hospital purchasing will request that suppliers specify the whether there is a reusable alternative to the single-use product or whether there is a device that is able to be reprocessed that could be substituted.

III. GUIDELINES

A. Responsibilities

1. Purchasing Department

In an effort to minimize waste, personnel involved in purchasing decisions shall adhere to the guidelines set forth in this policy when making purchasing decisions. The Purchasing department will participate in establishing goals to increase the number of reusable products or products that are able to be reprocessed, used by the facility.

2. Department Managers/End Users

The individuals in the various departments including central services, clinical staff, facilities and other departments must work with purchasing to evaluate the feasibility of reusable products or products that are able to be reprocessed, in application.

B. Purchasing Guidelines

1. Establish a waste minimization policy with vendors.

Whenever possible the use of equipment and products that are single-use and disposable should be minimized and/or eliminated. Single-use products should be avoided whenever feasible as long as alternatives exist and will not compromise patient care. Vendors should be contacted and provide information regarding _____ waste minimization goals.

2. Select those vendors who are willing to meet waste minimization goals

_____ will develop a preferred list of vendors based on those who are willing to help provide reusable product alternatives. In the proposal process, purchasing agents shall request information relating to reusability of equipment.

3. Ensure waste disposition is evaluated prior to purchase.

Where alternatives are not feasible, continue to work with vendors to seek reusable products for substitution.

4. Identify waste reduction goals through purchasing efforts.

A Waste Assessment will be conducted to evaluate the current amount of solid and regulated medical waste being generated. This will provide a benchmark so that as the transition is made to more products that are reusable, the waste numbers should decrease.

Periodically Purchasing will evaluate and modify the purchasing process based on the results and efforts made to reduce the presence of single-use, disposable products at
